



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

- POSITION:** **Success Coach** – this is a full-time grant-funded position (3 year position)
CCP 16
12 Month, Full-Time (35 hours per week)
- ANTICIPATED STARTING DATE:** November 2016
- MINIMUM QUALIFICATIONS:** Bachelor's Degree and four (4) years of experience in any combination of Social Work, Management, Administrative Services or Public Administration. Experience providing case management to recipients of public assistance. Candidates must have excellent interpersonal, organizational and communication skills. Familiarity with adult learning, computer literacy skills; an understanding of the mission of the community college; a demonstrated ability to respond to and work with a culturally and ethnically diverse populations.
- Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.
- RESPONSIBILITIES:** The Success Coach, under the direction of the Director of Workforce Development and Non-Credit programs, will be responsible for all facets of Asnuntuck Community College's Supplemental Nutrition Assistance Program Employment and Training scholarship program including:
- Program marketing and recruitment
 - Organize and run SNAP orientations for prospective candidates
 - Oversee adherence to eligibility requirements and assessment testing
 - Generate monthly and quarterly reports as mandated by SNAP E&T Program contract
 - Assist in registering students for classes
 - Counsel students on prospective careers
 - Monitor students' progress through program, providing support and counsel as needed
 - Assist students with job search
 - Track and report post-program job placement
 - Other duties as assigned
- MINIMUM SALARY:** \$53,774
- TO APPLY:** Please submit no later than November 10, 2016 a letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE: SNAP**
170 Elm Street, Enfield, CT 06082
Email: AS-HumanResources@asnuntuck.edu
Fax: (860) 253-3069

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045.